



STATE OF ARKANSAS
**Department of Finance
and Administration**

OFFICE OF STATE PROCUREMENT
1509 West Seventh Street, Suite 300
Little Rock, Arkansas 72201-4222
Phone: (501) 324-9316
Fax (501) 324-9311
<http://www.arkansas.gov>

DELEGATION ORDER

I, Joseph A. Giddis, as Director of the Office of State Procurement, do hereby authorize the Arkansas National Guard, Youth Challenge Program to procure certain clothing and footwear items for students without following the bid process. These procurements may be made in accordance with the following criteria:

1. The business manager will survey vendors within the trade area to determine interest in being placed on their vendor list, utilizing:
 - a. Phone directory,
 - b. Historical vendor data, and
 - c. Vendor requests.
2. Interested vendors will be asked to identify discount amounts, if any.
3. Selected vendors will offer a variety of the desired items at a reasonable price and of good grade.
4. If prices are equal or near-equal, rotation of business among the available vendors will be practiced.
5. The method of selection and process for payment will be explained to interested vendors.
6. All purchases will be made by purchase order, which will list:
 - a. Accurate description of items to be purchased,
 - b. Correct price,
 - c. Class and student identification numbers, (identifying which item is for which student), and
 - d. This delegation order number.

This order will remain in effect until June 30, 2007.

STATE OF ARKANSAS, DEPARTMENT OF FINANCE AND ADMINISTRATION
OFFICE OF STATE PROCUREMENT

A handwritten signature in cursive script, reading "Joseph A. Giddis".

JOSEPH A. GIDDIS, DIRECTOR